

**TESTIMONY PRESENTED TO THE GOVERNMENT ADMINISTRATION AND  
ELECTIONS COMMITTEE**

**March 21, 2011**

**Sandy Nafis, State Representative-27th District  
Co-Chair**

**Task Force to Study the Reduction of State Agency Paper and Duplicative Procedures**

**House Bill 6600 AN ACT IMPLEMENTING THE RECOMMENDATIONS OF THE  
LEGISLATIVE PAPERLESS TASK FORCE AND THE TASK FORCE TO STUDY THE  
REDUCTION OF STATE AGENCY PAPER AND DUPLICATIVE PROCEDURES.**

Good Morning Representative Morin, Senator Slossberg, Senator McLachlan and Representative Hwang and members of the committee. I am State Representative Sandy Nafis, and I am here to speak in favor of House Bill 6600.

I am also here this morning in my capacity a Co-Chair of the legislative task force to study the reduction of state agency paper and duplicative procedures. The task force met over a five month period to explore ways to reduce paper and duplicative procedures in the executive branch agencies.

The bill before your committee today contains several sections which were direct recommendations from the task force's final report. Specifically, I would like to comment on the following sections of the bill.

Section 13 will change the reporting requirements for state agencies when submitting any reports. This language will codify the ability for state agencies to electronically submit agency reports to the House and Senate Clerks, and it reduces the number of copies submitted to the state librarian. It is anticipated that this will provide administrative cost savings to the agencies for printing and staff time for preparing these submissions. The task force determined this was a cost prohibitive process and time consuming for agency staff.

Section 17 addresses a recommendation by the task force that state agencies explore expanding the application of CORE-CT modules to create better efficiencies in electronic transactions, including payroll, accounting and other data collection which could, if invested in, bring cost savings to the state.

Section 18 addresses the task force findings that explored the number of state mandated reports presently placed upon state agencies. The task force determined that there is a significant amount of duplication and overlapping reports required. According to a database maintained by the Office Legislative Research Library there are presently 732 separate annual mandated reports. This number does not include the federally mandated reports which in some cases are duplicative of many state reports. Section 18 of this bill will require

each state agency to evaluate and make recommendations by January 1, 2012 on what duplicative reports can be eliminated or consolidated. This will greatly reduce paper and free agency resources to focus on other missions within their respective agencies.

Section 20 addresses the regulation submission process. The task force explored the cost of agencies submitted hardcopy regulations to the Legislative Regulations Review Committee (LRRC). According to the Legislative Commissioner's Office (LCO) during the last 3 fiscal years (July 1 – June 30) the LRRC took up 101, 94, and 79 regulations respectively. Using the Department of Social Services as a benchmark for cost, the task force made the following cost determinations:

<b>Fiscal Year</b> <i>(July 1 – June 30)</i>	<b>Number of Regulations submitted by agencies to LRRC*</b>	<b>Average Cost Per Submission</b> <b>(does not include personnel costs)</b> <b>Using DSS model of \$112.44</b> <b>per regulation submission</b>
07-08	101	\$11,356.44
08-09	94	\$10,569.36
09-10	79	\$8,882.76

\*these numbers include resubmittals  
Source: LCO

Based on these assumptions, changes to the regulations statutes in Section 20 of HB 6600 will allow agencies to submit regulations electronically resulting in a cost savings as well as freeing up limited agency resources.

Section 21 was another recommendation by the task force to have the Legislative Program Review and Investigations Committee undertake a study of the regulations review process to determine if further changes to the existing system and process can be updated to allow for further cost savings or efficiencies to the state. The regulations review process has not been reviewed or updated since its creation during the 1970's.

Sections 22 and 23 modifies the Freedom of Information (FOIA) Statutes to encourage state agencies to reply to FOIA requests electronically or in electronic format instead of printing documents. However, the ability to received printed copies is also preserved for when appropriate.

Finally sections 24 through 28 implement the following task force recommendations:

- Agencies shall review its existing policies concerning the mailing of notifications to clients of such agency and shall use electronic notification and correspondence with such clients where deemed appropriate by such agency.

- DSS Commissioner shall report on the outcome of its investigation into the feasibility of using software to match mailing addresses contained within the agency's eligibility management system with a data base of valid postal addresses and the United States Postal Service change of address data base in order to reduce the amount of returned mail
- Each agency of the Executive Department of the state government shall explore the feasibility of converting all applications and forms used by the public to electronic format and create an inventory of all forms used by such agency
- Office of Policy and Management shall review and make recommendations concerning the conversion of all bond commission documents to electronic format, including the cost projections and savings of such a conversion
- Not later than January 1, 2012, the Commissioner of Environmental Protection shall develop a model agency policy to promote green practices within state agencies, including, but not limited to, strategies to reduce paper, improve recycling and better manage solid waste, and shall submit such policy along with any recommendations concerning such policy

In closing, I would like to thank the Task Force members, which was comprised mainly of executive branch agencies representatives as well as private sector employees, who I found to be very engaged in this process and eager to investigate and find areas for potential cost savings to the state, and particularly my co-chair, Joe Oros and staff members Ken Saccente and Kate Shea.

We look forward to working with the committee on implementing these recommendations which we believe will go along way towards streamlining and making state government more user-friendly and efficient.

Thank you for your time and consideration of the task force's recommendations and of my comments. I would be happy to answer any questions you may have.